

MODERATOR RULES

Rules of Procedure for Nottingham Deliberative Session revised April 12, 2021

1. No person, including elected officials, may speak during the meeting without permission of the moderator and must speak through the moderator. The moderator will decide who responds to the question.
2. Elected officials, expressing personal opinion, will speak from the floor microphone designated for the public.
3. The moderator will take the articles in the order that they appear on the Warrant unless the moderator announces the intent to take the articles out of order, which will require the approval from the legislative body.
4. Speakers will show their voting card and state their name & street address clearly when arriving at the microphone. **Speakers will have a three minute time limit.**
5. **Presenters explaining proposed articles will have a five minute time limit unless prior arrangements have been made with the Moderator. A speaker may make additional comments on the article after all the other speakers have spoken.**
6. There must be a motion and a second on the floor for each **amendment.**
7. A reasonable amount of relevant and non-repetitious debate will be allowed. **All speakers who wish to address the article will speak before anyone speaks twice.**
8. Any amendment to a motion must be submitted to the moderator in writing prior to a vote being taken on the amendment. The Moderator will not accept negative motions. Negative motions are motions that require a “no” vote to vote in the affirmative, such as “I move that we NOT amend the budget”.
9. The moderator will try to ensure that the contents of all motions and amendments are fully understood. Please do not hesitate to ask the moderator if what you are voting on is not clearly understood.

TOWN OF NOTTINGHAM MODERATOR RULES continued

10. Voting will be by Voter Cards, <division voting>, except where required by statute, or by proper request. You must be seated for the ballot clerks to count your vote.
11. Requirements to call for a Yes-No Secret Ballot Vote:
 - Prior to a Vote: the moderator must receive the signatures of five (5) **present** registered voters requesting a secret ballot on a given motion.
 - After a Vote by Voter Card: Immediately after the division vote on a given motion, seven (7) **present** registered voters may stand and request a yes no re-vote by secret ballot.
12. All votes are subject to reconsideration during the meeting, unless a motion to invoke RSA 40:10 is voted in the affirmative regarding that article.
13. Any other question may be decided by the moderator. The moderator's decision may be overruled by vote of the majority of registered voters present.
14. Results of all votes will be announced by the moderator.